



Non-Merit Job Vacancy Announcement

EXECUTIVE STAFF

Pay Grade:	Varies	Position Type:	Full Time
Salary or Range:	To be determined	Work Schedule:	M-F
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Dept. Of Criminal Justice Training
Work Address: Funderburk Building, Eastern Kentucky University, 521 Lancaster Ave, Richmond, KY 40475
Work County: Madison

AGENCY COMMENTS:

The Department of Criminal Justice Training is seeking applicants for positions for non-merit policy making executive staff.

DESCRIPTION OF JOB DUTIES:

Specific job duties will vary between positions. Examples of duties and responsibilities will include:

- Provide support to the Commissioner in aspects of the agency's operational needs
- Lead, manage and direct personnel and activities
- Responsible for the budget management functions of the agency
- Review and revise agency policies and procedures
- Serve as a liaison to law enforcement agencies, professional associations, and organizations
- Testify to legislative bodies and courts of law
- Identify and submit change recommendations to applicable Kentucky Administrative Regulations
- Represent the agency at meetings, public events, and in the performance of official functions
- Initiate, direct, and execute special projects as assigned

MINIMUM REQUIREMENTS:

EDUCATION:

A college degree (BA/BS) is preferred.

EXPERIENCE:

A background in instructing, police operations, law enforcement administration, and risk management practices as it pertains to law enforcement and/or experience in public administration and budgetary finance is required. Working knowledge of Kentucky laws relating to law enforcement, current education and training techniques is also required. Considerable interpersonal skills, ability to communicate effectively orally and in writing; considerable analytical ability; ability to plan, develop and evaluate training and/or budgetary programs are needed. Must be able to work in a team

environment and must maintain effective working relationships with all Law Enforcement organization in the Commonwealth of Kentucky.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

A valid Kentucky driver's license and clean driving record are required. Some overnight travel is contemplated with the position.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/20/2016)

[Posted on:]

Applicants will be required to apply on line and complete the online non-merit application:

- Go to: <https://careers.ky.gov/Pages/default.aspx>
- Click on Search & Apply
- Click on (Unclassified) Governor Appointed Application
- Select "Click Here" in the Start an Application

*Applicants meeting the initial screening will be contacted to provide resumes and a position paper.

Contact Name:

Contact Method:

Mark.Filburn@ky.gov with cc to
Pam.Smallwood@ky.gov

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